

**CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 10**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE,  
WASHINGTON, ESTABLISHING RULES AND REGULATIONS FOR OBTAINING  
TRAVEL AUTHORIZATION, ADVANCE OF TRAVEL FUNDS, AND  
REIMBURSEMENT OF EXPENSES.**

WHEREAS, the City of Liberty Lake employees and public officials will incur authorized business expenses for travel, subsistence, registration, and related expenses while on City business; and

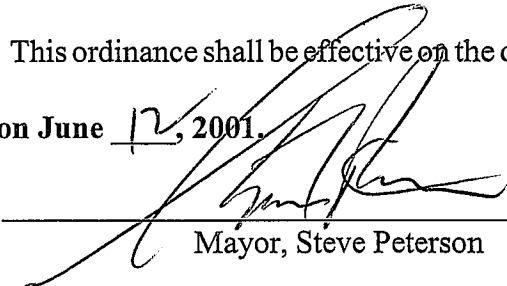
WHEREAS, the City of Liberty Lake would like to provide a reasonable and timely mechanism for the reimbursement of such necessary expenditures.

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington do ordain as follows:

**Section 1.**     Establishing Travel Policies and Procedures. The Travel Policies and Procedures for reimbursement for expenses incurred while on official city business are approved by the Mayor and City Council and are hereby adopted and set forth on the attachment, marked as "Exhibit A" as amended by the Mayor from time to time.

**Section 2.**     Effective Date. This ordinance shall be effective on the date of incorporation.

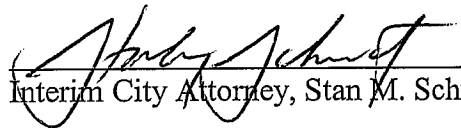
Passed By the City Council on June 12, 2001.

  
\_\_\_\_\_  
Mayor, Steve Peterson

**ATTEST:**

  
\_\_\_\_\_  
Interim City Clerk, Arlene Fisher

**Approved As To Form:**

  
Interim City Attorney, Stan M. Schwartz

Date of Publication: 6-20-01  
Effective Date: Date of Incorporation

**POLICY #CLL-1210, PROCEDURE FOR TRAVEL AUTHORIZATION  
AND REIMBURSEMENT – page 1 of 6**

**1. Purpose**

To establish a policy and procedure related to obtaining travel authorization, advance travel funds, and reimbursing employees for expenses incurred in conduct of business of the City.

**2. Policy**

It is the policy of the City of Liberty Lake to reimburse City elected and appointed officials, employees, and members of boards and commissions for their reasonable expenses actually incurred in the conduct of their business for the City. Reimbursement for such necessary and reasonable expenses will be made subject to the rules herein by application and upon compliance with this policy and with Chapter 42.24, Revised Code of Washington. Such expenditures will be commensurate with the employee's normal standard of living, but is assumed and expected that expenses will be consistent with the best interests of the City and its desire to minimize travel costs.

Payment in advance for such travel expense may be made from an advanced travel fund subject to and in compliance with Provision 3.5 of this policy. An advance to the employee for approved anticipated travel expenses will not be paid when total estimated expenditures are less than \$50.00.

Any normal travel time in excess of one day each way, which is brought about by the employee's choice of transportation, will be charged to the employee as vacation time. Paid time for travel shall be clearly resolved in accordance with FLSA guidelines in advance of authorizing travel.

**3. Procedure**

**3.1 Authorization to Travel**

Travel by City employees, City Administrator, Mayor, City Council, and board and commission members shall be specifically provided for in an approved budget and as provided below:

**3.1.1** Specific trip authorization shall be approved on a Travel Authorization form as provided in Section 3.6.

**POLICY #CLL-1210, PROCEDURE FOR TRAVEL AUTHORIZATION  
AND REIMBURSEMENT – page 2 of 6**

3.1.2 Council Members - Travel and attendance is authorized for Council workshops and all annual committee workshops or task force meetings scheduled by the Association of Washington Cities, National League of Cities, or special events that may require Council attendance.

3.1.3 Board and commission members - Workshops, seminars, and conferences are normally included in budget requests.

3.1.4 Unanticipated or special travel may be approved provided such approval is received as noted on the Travel Request and Authorization form.

3.1.5 All Travel Request and Authorization forms, regardless of requiring advance travel funds, shall be submitted to the Finance Director to be made available for review upon request.

**3.2 Eligible Expenditures**

Generally, eligible expenditures include travel and living costs incurred by the employee while away from the City and expenses incurred within the City necessitated by City business. In the Spokane County area, necessary expenses will be reimbursed only for an employee representing the City in his/her official capacity and in the discharge of his/her duties. Such in-County expenses should first be authorized as provided for in Section 3.6 below.

3.2.1 Registration - Actual cost of registration of any employee at a meeting, conference, or convention for which he/she has received approval. Registration should be prepaid. The Finance Director is to be contacted in sufficient time to process the registration with regular accounts payable procedures. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement, or accompany the credit card billing statement.

3.2.2 Transportation - Actual costs for bus travel, train travel, taxi, tolls, car rentals, parking fees and air travel are eligible, provided all air travel shall be by coach class, unless only higher cost accommodations are available. Payment for air travel shall be at actual cost from Spokane International Airport to destination and return.

Employees using a personally owned auto to travel out of town on City business will be reimbursed at the Internal Revenue Service rate and provided payment will not exceed coach class airfare to and from the same destination.

**POLICY #CLL-1210, PROCEDURE FOR TRAVEL AUTHORIZATION  
AND REIMBURSEMENT – page 3 of 6**

- 3.2.3 Lodging - Actual cost of hotel or motel accommodations is eligible. If a family member or guest accompanies the employee, the employee shall pay for the amount over that of a single accommodation. The single accommodation rate must be noted on the hotel/motel bill submitted.
- 3.2.4 Meals - An individual shall be deemed on travel status where the travel includes reimbursable lodging. Individuals on travel status shall be reimbursed for meal expense while on travel status at the same per diem rate as established by the IRS Publication 1542. Only if compelling business-related circumstance exists, shall meals on travel status be reimbursed at the actual cost. Per diem rates include the costs of tax and gratuity. No receipts are required for meals not exceeding per diem rates. Or an individual may use a City credit card to pay for meals, following the above limits. Any meals charged to a City credit card require a receipt.

Expenses for meals, where City business is conducted and that could reasonably occur during non-meal periods, are not eligible for reimbursement.

Meals for City Council, boards, commissions, and staff conducting formal City business during meal times are specifically authorized.

Non-travel status travel expense need not be preapproved prior to being incurred unless the individual who would normally approve such expenditures after the fact has set a policy that requires such pre-approval. Where pre-approval has not been required and the person proposing to incur the expense has any question about the legitimacy of the expense, pre-approval should be obtained. Individuals who incur non-travel status travel expense without pre-approval incur such expense at their own peril; i.e., if reimbursement or authorization of the charge on a City credit card is not approved, the expense will be the individual's personal obligation. Travel expense incurred while on travel status requires the pre-approval as set forth in Section 3.6. The act of obtaining a City credit card does not indicate preapproval of expenses.

Eligible meal expense when not on travel status requires submission of the restaurant receipt (not the receipt which can be filled out by the individual) and shall be reimbursed or charged on City credit card approved at actual cost, not to exceed the applicable per diem rate.

Individuals may be reimbursed for single non-travel status meal expense from the petty cash fund, provided proper documentation and approval is submitted.

**POLICY #CLL-1210, PROCEDURE FOR TRAVEL AUTHORIZATION  
AND REIMBURSEMENT – page 4 of 6**

Except for lodging where individuals share the same room or transportation conveyance (cab, rental car, etc.), each individual seeking reimbursement must incur his/her own expense and seek individual reimbursement. The only exceptions are group meals arranged for working sessions or banquets arranged by a department.

- 3.2.5 Laundry and Valet Service - Actual cost of laundry and/or valet service are allowable expenses when employees are required to be away from the City for more than six days at one time or the conditions under which they are required to work while away from the City create a more than normal need for such services.
- 3.2.6 Telephone - Charges for telephone are eligible for reimbursement if City business requires such communication. Where possible, calls should be made using the SCAN system. Employees staying outside of Spokane County on business are allowed one personal call per day at City expense. Such calls shall not exceed 10 minutes in duration. Any personal calls in excess of one per day are to be paid by the employee.

3.3 Ineligible Expenses

None of the following expenses shall be paid by the City: travel paid for by any other organization, alcoholic beverages, valet services (except as noted above), meals or lodging accommodations for family or guests, tour bus fees for sightseeing tours, mileage if traveling as a passenger in a privately owned car, trip insurance, hosting, or any other personal expenditures for entertainment or other purposes.

3.4 Documentation of Expenses

All actual expenses shall be submitted to the Finance Director (for reimbursement) on the Travel Authorization form. In the case of lodging expense, a detailed statement of charges must be submitted. Each employee is expected to submit his/her own travel expense voucher reflecting reimbursable expenses actually incurred.

If lodging accommodations are shared between two or more employees, the lodging portion of the billing for all such employees may be submitted by the employee paying the bill.

Claim of any charge which could reasonably raise a question should be accompanied by an explanation of such charge.

**POLICY #CLL-1210, PROCEDURE FOR TRAVEL AUTHORIZATION  
AND REIMBURSEMENT – page 5 of 6**

**3.5 Advance Travel**

Travel advances are intended for out-of-pocket expenses to be paid by the employee during authorized travel.

Travel advances are not intended for travel tickets, pre-registration fees, prepaid lodging and other such items which can normally be billed to the City or paid through the regular accounts payable system, or City credit card. Employees are expected to plan ahead for such items, as these items may not be included in advance.

The Advance Travel Fund will not be used to make reimbursements to employees.

Settlement for travel advance must be made on or before the fifth calendar day following the end of the authorized travel and will be accompanied by the unexpended portion of the travel advance.

Travel advances are considered liens against any amount owed by the City to the employee. Any amounts in default may be withheld by the City from funds owed to the employee. No advance will be made to an employee who has an advance which is in default. Any employee with a demonstrated history of advance travel defaults may be barred from receiving advance travel funds by the Mayor, City Administrator, or Department Director, as appropriate.

**3.6 Approvals**

Travel and expense reimbursement or credit card payment authorization under this policy must be signed, approved, and filed in the Finance Department on a City purchase order or a petty cash slip if under \$20.00. Normally, claims for reimbursement and credit card charge receipts are to be submitted no later than 5 days after the return from travel. In the case of travel advances, receipts for expenditures and supplemental claims must be submitted within 5 days of travel. Ongoing approval responsibility for specific travel, reimbursement for expenditures and credit card charges shall be made, pursuant to normal purchase order duly verified by the claimant, and submitted for final approval as noted below:

- a. If Council or other commissions or boards - approval will be made by the Mayor.
- b. If the Mayor - approval will be made by the Mayor Pro Tem.

**POLICY #CLL-1210, PROCEDURE FOR TRAVEL AUTHORIZATION  
AND REIMBURSEMENT – page 6 of 6**

- c. If the City Administrator - by the Mayor, or if the Mayor is not available, the Mayor Pro-Tem.
- d. If the City Attorney - by the Mayor or City Administrator.
- e. If Department Director - approval by the City Administrator.
- f. If other employees - by the direct supervisor and/or department director.

**4.0 References**

RCW Chapter 42.24, TMC Chapter 3.36, and Substitute Senate Bill 5370.

Effective this date, June 12, 2001.

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Steve Peterson, Mayor



## CITY OF LIBERTY LAKE TRAVEL AUTHORIZATION

### REQUEST FOR REIMBURSEMENT

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Purpose of Trip:

Position: \_\_\_\_\_

Phone No. \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Budget Account Number: \_\_\_\_\_

Registration \$ \_\_\_\_\_

### METHOD OF TRAVEL

Airline \_\_\_\_\_ (Attach Receipt)

\$ \_\_\_\_\_

Private Vehicle Miles Driven \_\_\_\_\_ @ \$.345 per mile  
(Actual fuel costs may be used in lieu of the mileage rate)

\$ \_\_\_\_\_

Rental Car \_\_\_\_\_ Attach Receipt

\$ \_\_\_\_\_

### Food:

No of days \_\_\_\_\_ (Breakfast \_\_\_\_\_) Attach Receipt

\$ \_\_\_\_\_

No of days \_\_\_\_\_ (Lunch \_\_\_\_\_) Attach Receipt

\$ \_\_\_\_\_

No of days \_\_\_\_\_ (Dinner \_\_\_\_\_) Attach Receipt

\$ \_\_\_\_\_

Total (Maximum) \_\_\_\_\_

\$ \_\_\_\_\_

Hotel (Government or Conference Rate)

\$ \_\_\_\_\_

TOTAL

\$ \_\_\_\_\_

### **ATTACH ALL ORIGINAL RECEIPTS**

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me in account thereof.

Approval: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_